

# Common Keyboard Shortcuts

## Quick Reference Card

Department of Finance  
Information Services Division  
Free Online Training at  
[isdtraining.alabama.gov](http://isdtraining.alabama.gov)

### Accessing the Ribbon

Press the ALT key to display the Key Tips over each feature that is available the current view.

- Press the letter shown in the Key Tip.
- For example to **Bold** text, **select** the text to bold:
- Press the **Alt** key
- Press the **H** key to get to the **Home** tab (even if you are already on it)
- Press the number **1** key to bold the selected text.

### The Most Common Key Combinations

Copy	CTRL + C
Cut	CTRL + X
Paste	CTRL + V
Copy Formatting	CTRL + SHIFT + C
Paste Formatting	CTRL + SHIFT + V
Paste Special	CTRL + ALT + V
Undo	CTRL + Z
Redo	CTRL + Y
Print	CTRL + P
Find	CTRL + F
Save	CTRL + S

### Key Combinations for Creating Files

Open	CTRL + O
New Document	CTRL + N
Close Document	CTRL + W
Exit Word	ALT + F4
Switch to other	
Open document	CTRL + F6

### Moving Around a Document

One character to the left	Left Arrow
One character to the right	Right Arrow
One word to the left	CTRL + Left arrow
One word to the right	CTRL + Right arrow
One paragraph up	CTRL + Up arrow
One paragraph down	CTRL + Down arrow
One cell to the left (table)	Shift + Tab
One cell to the right (table)	Tab
Up one line	Up arrow
Down one line	Down arrow
To the end of a line	End
To the beginning of a line	Home
Up one screen	Page up
Down one screen	Page down
End of a document	CTRL + End
Beginning of document	CTRL + Home

This is only a partial list but the most common in use. For a more comprehensive list, you can do a Google or Bing search using “*quick reference card keyboard shortcut word 2010*” as the search phrase and this should pull up a selection from Microsoft that will direct you to a page with more shortcuts.